

Instructions for scheduling a fingerprinting appointment in The Episcopal Diocese of West Tennessee

1. After reading the following instructions, you will be able to use your computer web browser to schedule an appointment.
Visit <http://www.l1enrollment.com/state/?st=tn> to schedule an appointment.
2. If you do not have access to the internet, you may call 855-226-2937 (toll-free) to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps yourself online.
3. Click *Online Scheduling* and chose the language you wish to use for scheduling (English or Spanish).
4. When asked to select a code number for your application, choose either Child-Related Worker (Private) Code Number 28TY6K if you are an employee or Child-Related Worker Volunteer (Private) Code Number 28TY72 if you are a volunteer.
5. Enter the Diocesan ORI number TNCC79001. You should see message You are being fingerprinted for THE DIOCESE OF WEST TENNESSEE. Is this correct? Choose Yes.
6. Enter your first and last name and click *Go*.
7. When asked to choose your Agency or program, choose *Non-DCS Child Care/Adoption Providers*.
8. You will then be asked to choose the location where your fingerprints will be taken. Enter your Zip Code.
9. Click on the words *Click to Schedule* across from the location of your choice, under the day you wish to be fingerprinted. If you want a date further in the future, select *Next Week>>* to display more dates. Once you select the location/date combination, select the time for your appointment and click *Go*.
10. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, select *Send Information*.
11. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click *Send Information*.
12. You will then be presented with payment options. Complete your payment process according to instructions given to by your Parish/Mission/School/Institution. Select *Send Payment Information*.
13. Print your confirmation page.
14. Take approved identification documents with you to the appointment. The approved documents are identified on your confirmation of your appointment.
15. Arrive at the facility at your appointed date and time.
16. The Enrollment Officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints and submit your data. This usually takes less than five minutes
17. You will receive a signed receipt at the end of your fingerprinting session, which can be provided to your Parish/Mission/School/Institution for proof of fingerprinting, if necessary.
18. All results will be processed and delivered to the Diocese who will then transmit the results to your Parish/Mission/School/Institution. IdentGO never is in possession of criminal record data results.

If you have any questions while completing the above steps please call the number on the screen.